



Data Entry Analyst

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| • Job Title: Data Entry Analyst | Reports to: Director, Grants Management |
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Job Summary: Data Entry Analyst is a member of the grants management team (GMT) and assists with all related grants data entry functions for state and federal funding sources that support direct services for victims of crime.

Essential Functions:

- Responsible for grantee data entry;
- Reviews grantee expenditure reports;
- Works collaboratively with team members to assure efficiency and accuracy of work products ;
- Maintains accurate record keeping and filing; and
- Establishes and maintains professional working relationships with sub-recipients.

Additional Responsibilities:

- Assists in providing technical assistance to sub recipients as directed;
- Supports fiscal staff as needed ;
- Participates in aspects of the grants procurement process for multiple funding streams as directed; and
- Other duties as assigned.

Qualifications:

- One to two years relevant data entry or fiscal experience, or bachelor's degree in a related field;
- Strong computer skills, including Microsoft Word, Excel, Outlook, PowerPoint, and capacity to learn other specific software;
- Ability to analyze and manage budgets;
- Ability to work effectively in a collaborative team environment;
- Strong attention to detail and overall organizational skills;
- Ability to establish and meet deadlines and effectively problem solve; and
- Strong relationship-building skills.
- Travel throughout Massachusetts required – must possess valid driver's license

How to Apply:

Interested applications should submit a resume and cover letter to MOVA at:

MOVA
1 Ashburton Place, Suite 1101
Boston, MA 02108
Attn: Desiree Bender
moval@state.ma.us
617-586-1341 (fax)



Additional Information:

Salary range is low-to-mid 40s. This is a full-time (37.5 hours/week), non-exempt position based in MOVA's Boston office. Travel throughout Massachusetts required; must possess a valid driver's license.

MOVA is an equal opportunity employer. If you have diversity, affirmative action, or equal employment opportunity questions or need to request a reasonable accommodation, please contact MOVA at 617-586-1340.